

**M e m o r a n d u m**

Date: January 8, 2010

To: Desert Hills Inspection Facility

Attention: Lieutenant R. A. Finale

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17571.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Desert Hills Inspection Facility was conducted on March 15, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on December 2, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 216 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 52 items when rounded up to the next whole number (d).

*Safety, Service, and Security*

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	112	51.85%	25.93	26
<b>Telecommunications</b>	54	25.00%	12.50	13
<b>Fleet</b>	2	.93%	.46	1
<b>Weapons</b>	48	22.22%	11.11	12
<b>Total</b>	216			52

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 52 of the 52 items were located.

When comparing equipment assigned to the command to the OPI inventory lists, 16 of the 16 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachments B, C, D, and E.

Due to your facilities effective management of its assigned equipment, no further action is required on your behalf.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

  
M. C. A. SANTIAGO, CIG  
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner Field  
Border Division  
Office of Inspections, Audits Unit

# Attachment A (No Report)

# Attachment B

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
DESERT HILLS INSPECTION FACILITY**

ATTACHMENT B

**Property inspection list to equipment**

ASSET #	DESCRIPTION	SERIAL #	MANUFACTURER NAME	Y	N	A	T	C	OTHER
1	100270	LAPTOP NEC VERSA PC-720-1541	5Z017428	NEC	X				
2	100880	PRINTER LASERJET 5	USHB081763	HEWLETT PACKARD	X				
3	101239	CASSETTE RECORDER 4-HEAD		RCA	X				
4	101707	RADIOLOGICAL SURVEY METER	561	VICTOREEN	X				
5	125585	PRINTER	USBBF01675	HEWLETT PACKARD	X				
6	126968	DIGITAL COPIER	26300236	SHARP	X				
7	130780	SWITCH CATALYST 2950/24 PORT	FHK0727Y0QB	CISCO	X				
8	132760	SCANNER	M1H84E39E	SYMBOL	X				
9	135144	Uninterruptable Power Sour	AS0339111830	APC	X				
10	135261	FILE SERVER	EAL5LDN42W	HEWLETT PACKARD	X				
11	137159	DETECTOR GAMMA RAY	26950	BERKELEY NUCLEONIC	X				
12	138916	COPIER	56000023	SHARP	X				
13	139822	PRINTER	CNDXB18840	HEWLETT PACKARD	X				
14	145077	COMPUTER	2UA6260C6C	HEWLETT PACKARD	X				
15	146613	LASER FAX MACHINE	U60283C6J44459	BROTHER	X				
16	148889	PRINTER	CNRXL46383	HEWLETT PACKARD	X				
17	152729	COMPUTER	MXL7300VSY	HEWLETT PACKARD	X				
18	152740	COMPUTER	MXL7300VR6	HEWLETT PACKARD	X				
19	152745	COMPUTER	MXL7300VKM	HEWLETT PACKARD	X				
20	152752	COMPUTER	MXL7300VRW	HEWLETT PACKARD	X				
21	163145	FACSIMILE MACHINE		HEWLETT PACKARD	X				
22	73479	RADIATION MONITOR W/DETECTOR	8456	XETEX	X				
23	75469	ELECT IMPRINTER FARRINGTON BLACKROCK	37097	ADDRESSOGR	X				
24	93516	CAMERA STILL INSTANT PICTURE	K4SJMCPRUHB	POLAROID	X				
25	94816	SCALES ELECTRONIC	1286	OHAUS	X				
26	95433	TRUCK PLATFORM	4504-001		X				
27	AF02110	SCANNER 7400C	CN194S0169	HEWLETT PACKARD	X				

LEGEND  
(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
DESERT HILLS INSPECTION FACILITY**

ATTACHMENT B

**Equipment to inventory list**

	ASSET #	DESCRIPTION	SERIAL #	MANUFACTURER NAME	Y	N	A	T	C	OTHER
1	152683	COMPUTER	MXL7300VCH	HEWLETT PACKARD	X					
2	130040	PRINTER	CNDX401446	HEWLETT PACKARD	X					
3	137164	DETECTOR GAMMA RAY	26947	BERKELEY NUCLEONIC	X					
4	163141	TELEVISION FLAT SCREEN 32" LCD			X					
5	76659	CALCULATOR ELEC	5002949	SHARP	X					
6	91553	SHREDDER PAPER		MBM	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# Attachment C

**CALIFORNIA HIGHWAY PATROL  
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
DESERT HILLS INSPECTION FACILITY**

ATTACHMENT C

**Property inspection list to equipment**

	ASSET #	DESCRIPTION	VEHICLE / MISC.	VEHICLE / MISC.	SERIAL #	MANUFACTURER NAME	Y	N	A	T	C	OTHER
1	F1856	Propane Tank			143333		X					
2	F2356	Transfer Switch	LocdPer99	Prop.Insp.	K940560385	ONAN	X					
3	R60842	Battery Charger - Radio				MOTOROLA	X					
4	R60860	Battery Charger - Radio				MOTOROLA	X					
5	R64766	Hand-Held Radio	17921	MM 08-095	402AWY7193	MOTOROLA	X					
6	R64906	Hand-Held Radio	11148	AREI-08	402AWY7125	MOTOROLA	X					
7	R65622	Hand-Held Radio	13379		402AWY7866	MOTOROLA	X					
8	R65625	Hand-Held Radio	10088		402AWW7872	MOTOROLA	X					
9	R65757	Hand-Held Radio	13384	AREI-08	402AWYA956	MOTOROLA	X					
10	R67071	Hand-Held Radio	16011	MM 08-095	402AXA3772	MOTOROLA	X					
11	R71196	Battery Charger - Radio				MOTOROLA	X					
12	R71822	Battery Charger - Radio				MOTOROLA	X					
13	R89017	Battery Charger - Radio				MOTOROLA	X					

**Equipment to inventory list**

	ASSET #	DESCRIPTION	VEHICLE / MISC.	VEHICLE / MISC.	SERIAL #	MANUFACTURER NAME	Y	N	A	T	C	OTHER
1	F1773	Generator			1840727605		X					
2	R39576	Base Station - rack type			6932409	GE	X					
3	R52732	Base Station - desk top			323176	MIDLAND	X					
4	R76979	Telephone System				TOSHIBA	X					
5	R88742	Portable Radio			749TDJ8380	MOTOROLA	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION



# Attachment D

**CALIFORNIA HIGHWAY PATROL  
2009 FLEET RECORD INSPECTION REPORT  
MOJAVE AREA**

ATTACHMENT D

**Property inspection list to equipment**

EQUIPMENT #	LICENSE #	DESCRIPTION	YEAR	MANUFACTURER	MODEL	Y	N	A	T	C	OTHER / COMMENTS
1240020	1240020	CANINE	2006	FORD	ENFORCEMENT	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# Attachment E

**CALIFORNIA HIGHWAY PATROL  
2009 WEAPONS RECORD INSPECTION REPORT  
DESERT HILLS INSPECTION FACILITY**

ATTACHMENT E

**Property inspection list to equipment**

	Weapon Type	Serial Number	Control Number	Employee I.D.	Last Name	First Name	Y	N	A	T	C	Other / Comments
1							X					
2							X					
3							X					
4							X					
5							X					
6							X					
7							X					
8							X					
9							X					
10							X					
11							X					
12							X					

**Equipment to inventory list**

	Weapon Type	Serial Number	Control Number	Employee I.D.	Last Name	First Name	Y	N	A	T	C	Other / Comments
1							X					
2							X					
3							X					
4							X					
5							X					

Legend:  
(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION